

PROCEDURE: 3047	DATA OPERATIONS	DATE: 11/02/87
-----------------	-----------------	----------------

TITLE: Post-execution Processing of Jobs by Data Control
--

Purpose

To provide service after printed material comes from the printer before it is sent to the user. It is a further processing of forms to provide ease of distribution by the user to their final destinations.

Definitions

Decollating refers to separating the copies of multi-part carbonless NCR paper.

Bursting means breaking apart an otherwise continuous form at the perforations (lateral) making individual, unattached documents.

Organization and Responsibilities

The user informs us as to what is to be done to the printed output by sending instructions on appropriate index cards or submit the information in a memorandum. (Reference Procedure 3071).

Without the instructions which the user is responsible for providing, nothing will be done with the output before it leaves Data Control. Once the instructions are received, Data Control System Support Workers are responsible for the processing of post-execution material.

Procedure for Bursting

The first step is to reference the Operations on-line program for output instructions (OPOI) for instructions if multi-part forms should be decollated before bursting and if pin-feed holes on the vertical edges are to be stripped off. When this is determined, the next step is to set up the burster for the form length and width and to activate the trimmers if necessary.

The forms go into the machine with the last-printed form first so that at the end of the run the first form will be uppermost on the stack. This keeps the forms in the order that they were printed and also keeps the audit numbers, if any, in recording order. Check all forms before

bursting to make sure they have been printed by the computer to ensure blank forms are not burst in error.

Procedure for Decollating

Reference the Operations on-line program for output instructions (OPOI). to verify if multi-part forms are to be separated. If so, only the width of the paper will necessitate adjusting the machine. The forms are jogged through and the machine then feeds the paper continuously through to the end of the report.

Original issue date: 08/03/83